

PROGRAM COMPLIANCE COORDINATOR

APPLICATION DEADLINE IS TUESDAY, DECEMBER 1ST AT 11:59PM

Division: Program Compliance

Reports to: Director of Program Compliance or Program Compliance Manager

Location: Nashville

Full-time/Part-time: Full-time

Salary Grade: 32

Monthly Salary Range Minimum: \$3,498

FLSA Classification: Non-Exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Responsible for monitoring program participants (properties) to determine compliance with federal and state regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Conducts on-site monitoring reviews for Low-Income Housing Tax Credit (LIHTC) and/or Project Based Contract Administration (PBCA) properties.
- Makes determinations of compliance by program participants based on the regulations of the LIHTC program and Housing Assistance Payments (HAP) assisted properties.
- Finalizes and provides reports to program participants and other interested parties.
- Assists in performing Quality Assurance Reviews (QAR's).
- Assists with research of regulations and development of monitoring procedures to ensure an effective compliance program.
- Assists with training activities for the division, including conducting training for internal and external customers.
- Maintains effective working relationships primarily by providing technical support to owners, property managers, United States Department of Agriculture Rural Development (USDA RD), Department of Housing and Urban Development (HUD), Internal Revenue Service (IRS), other state agencies and internal agency personnel.
- Enters monitoring information into program databases to test participant compliance.
- Conducts Real Estate Assessment Center (REAC) inspections or follows up on physical inspections conducted by REAC inspection teams to remediate exigent health and safety occurrences on PBCA properties and physical deficiencies found at all of the properties.
- Provides timely documentation of process steps, including entering data into electronic systems to aide monitoring, reporting, and/or invoicing activities.
- May be designated as a subject matter expert for the Data Management System (DMS) on-line reporting system.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

Program Compliance Coordinator (Coordinator 1 NP)

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- High School Diploma or GED.
- Post-high school certification preferred, especially a Bachelor's Degree in business, finance or related field.
- Minimum of one year of related experience.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Knowledge of housing credits, Department of HUD and Uniform Physical Conditions Standards (UPCS) regulations, and property management or the ability to learn and apply these.
- Ability to read and interpret complex regulations, laws, agreements, and organization materials.
- Excellent verbal and written communication skills.
- Strong interpersonal skills; builds and maintains positive relationships with internal and external constituents.
- Maintains credibility through sincerity, honesty, and discretion.
- Ability to handle private, personal information in a confidential manner.
- Ability to exercise good judgment in decision making.
- Ability to adapt to frequent procedural changes.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with others in giving and obtaining information.
- Strong organizational skills.
- Ability to organize and prioritize work effectively.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Regular in-state travel, including overnight travel (up to 75%).
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

**PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE
ONLINE APPLICATION INSTRUCTIONS**

APPLICATION MUST BE COMPLETED AND RESUME ATTACHED FOR CONSIDERATION